

Step-by-Step Guide for My System Profile

There are passwords for everything these days, and sometimes we forget them. To make it easier to retrieve your password at a later date if you've forgotten it, you should set up your system profile before doing anything else in VTHR.

Log in to your VTHR Account

Click on the **Main Menu** and then click on **My System Profile**



The General Profile Information page will be displayed for you

A screenshot of the 'General Profile Information' page in the Oracle VTHR system. The page has a dark blue header with the Oracle logo and navigation links like 'Home' and 'Sign out'. Below the header, the page title 'General Profile Information' is displayed. Under 'Your Name', there is a 'Password' section with a 'Change password' link and a 'Change or set up forgotten password help' link, which is highlighted with a red arrow. Below this is an 'Email' section with a table for managing email accounts. The table has columns for 'Primary Email Account', 'Email Type', and 'Email Address'. It shows one email account with a checkmark in the 'Primary Email Account' column. There are also links for 'Personalize', 'Find', and 'First' to 'Last'.

When you click the **Change or set up forgotten password help** link you will be taken to the following page

Change or set up forgotten password help

If you forget your password, you can have a new password emailed to you.
Enter a question and your response below. These will be used to authenticate you.

Question:

Select from the list of questions.

Response:

Step 1: Click the **down-arrow** to see a listing of questions you can pick as your personal question. Click a question in the listing to select it.

Step 2: Type the answer to the question in the **“Response”** field

Step 3: Click the **“OK”** button

Should you ever need a password in the future, the system will use the question you selected here as an identifying question to verify your account belongs to you when you click „I forgot my password“. The system will expect you to answer the question validating your answer when you click „I forgot my password“ against the Response you have given on this page.

You will be taken back to the General Profile Information page when you click the **“OK”** button

You must now indicate on the General Profile Information page where the system should email a new password if you ever click “I forgot my password”.

Oracle General Profile Information page. The page shows a 'Password' section with a 'Change password' link and a 'Change or set up forgotten password help' link. Below this is an 'Email' section with a table for email accounts. The table has columns for 'Primary Email Account', 'Email Type', and 'Email Address'. The first row has a checked checkbox under 'Primary Email Account', a dropdown menu under 'Email Type', and a text input field under 'Email Address'. Three red arrows point to these three elements. Below the table is a 'Save' button.

- Step 1:** The **Primary Email Account** box must be selected
- Step 2:** Select an **Email Type**. Click the down-arrow to see a list of values
- Step 3:** Type in the **email address** where you would want a new password sent to
- Step 4:** Click the **Save** button to save your work

Your profile has been set up. If you ever forget your password, you will now be able to ask the system for a new one by clicking the link at the Employee Login page titled “I forgot my Password”.

Note: The forgotten password link will only work if you choose it BEFORE the 3rd attempt at login.